

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
January 3, 2005**

PRESENT: CHAIRMAN LAURA PETRAIN, CO-CHAIRMAN LEON METHOT, THOMAS REYNOLDS JR., SELECTMAN; DOUGLAS R. COOK, SELECTMAN; HELEEN KURK, SELECTMAN

TOWN ADMINISTRATOR: Robert Christensen
RECORDING SECRETARY: Cherry J. Palmisano

GUESTS: Donna Osborne, Frank Campana, Forrest Esenwine, Ginger Esenwine, Steve Flanders, Jonathon Dowst, Matt Esenwine, David Hunt, Jan Snyder

1. NONPUBLIC SESSION -

6:40 Chairman Petrain called the meeting to order.

2. PUBLIC PARTICIPATION - Mr. Frank Campana questioned the Board regarding the War Service Credit being placed on the Ballot with the approval of the Board. The Board told Mr. Campana that his request will appear on the ballot but the Board has not discussed whether it will have their approval.

Mr. Campana would request that the following language be included in any appropriation article in which general fund surplus and or budget surplus funds are applied to offset said appropriation.

“Should this article be defeated the sum of (\$50,000?) will be removed from surplus and returned to reduce taxes.” Mr. Campana would like the voters to have an option.

Mr. Campana questioned how the School Resource Officer’s salary is met. In his research Mr. Campana found that the position is paid by a grant but the grant does not show up as revenue on the revenue sheet. Selectman Kurk stated that a check just came in from the Department of Justice in the amount of \$58,835.98 for the Resource Officer but it has not been entered into the revenue sheet yet. Selectman Kurk stated that the Resource Officer is funded with a full grant. Mr. Campana questioned the Board on how the Resource Officer is accounted for in this year’s budget since it was a default budget.

Mr. Campana referred to a Police Department Budget from 1999 stating that the layout of the budget was very easy to follow. In comparing the increases to this year’s proposed budget, Mr. Campana questioned how much of the part-time employee’s salaries can really be included in the default budget and who accounts for that.

FINAL

3. DEPARTMENT HEADS - Mr. Steve Flanders, from the Cable Committee, informed the Board of the need to purchase equipment for the Cable Access Channel. Mr. Flanders would like to use the money from the 2004 budget to purchase this equipment. It was determined that Mr. Christensen will check with the Department of Revenue to find out if the Cable Committee can encumber the funds needed to alleviate all problems with the Cable Access Channel and contact Mr. Flanders.

Chairman Petrain requested finalized plans on how the Cable Access Channel will be accessed.

Chairman Petrain announced that Carl Knapp is recovering and doing well and will return to work on Monday.

4. CODE OF ETHICS - Selectman Reynolds gathered information from the Town of Dunbarton on their Code of Ethics to use as a guide. It was determined that a temporary committee, consisting of 3-5 volunteers, would be formed to establish the Code of Ethics. The Code of Ethics would then be placed on the 2006 ballot as a warrant article. A Committee would then be elected by the Board of Selectman to enforce the Code of Ethics and to receive all complaints.

The Board will advertise the need for 3 volunteers to serve on a temporary Committee to form the Code of Ethics for the Town of Weare.

5. 2004 BUDGET EXPENSE VERIFICATION DISCUSSION – The Board discussed the surplus remaining in the budget and how the large amount could be attributed to the budget freeze being put into effect earlier in the year than usual. The surplus could also be contributed to money saved in the Assessing Department.

The Board discussed the grant for the School Resource Officer and how it should be referenced in the budget. The Board will check with the Finance Department for an answer.

6. ADMINISTRATIVE REPORT – Mr. Don Thomson, Town Treasurer, has recommended that Jan Snyder be appointed to the position of Deputy Town Treasurer. Elayne Pierson will be more than willing to assist Jan with the position of Deputy Town Treasurer and help her determine her duties. It was discussed that Ms. Snyder will receive the Town Treasurer's compensation when he is out of town and she fulfills his duties. Chairman Petrain requested a list of duties of the Deputy Town Treasurer once they are defined.

Chairman Petrain moved, Selectman Reynolds seconded, to appoint Jan Snyder as Deputy Town Treasurer with the term to expire concurrent with the current Town Treasurer. Passed 5-0-0.

Mr. Christensen distributed Assessing papers to be signed by Board Members.

Mr. Christensen asked the Board to recommend a warrant article to contribute \$3,000 for the Tsunami victims from the Town of Weare through an organization agreed upon by the Board. The Board felt that it was not the responsibility of the Town to place a warrant article for this effort and that better results might be achieved through the Chamber of Commerce.

Mr. Christensen distributed a draft version of the warrant articles to the Board for their review. Selectman Kurk reminded Mr. Christensen that Bob Anderson is willing to help with the wording of the warrant articles.

Selectman Reynolds reminded the Board that they haven't really discussed the Capital Reserve.

FINAL

Matt Esenwine questioned the Board that if there is such a significant surplus then why is the proposed budget so high. Selectman Cook commented that a portion of the surplus in years past was due to staffing positions that were unable to be filled with a qualified candidate so therefore the money is left in the budget to staff the position in the future. Selectman Kurk stated that \$53,000 of the Assessing budget was not spent because a lot of the work was done in-house. Selectman Reynolds reminded the Board that less money was spent on electric and heat at the Safety complex than anticipated.

Jon Dowst stated he knows the budget is really preliminary but with considering there is an \$86,000 surplus he feels that work sessions need to be held between the Board and the Finance Committee to discuss the large increases in the proposed budget.

7. 2005 BUDGET REVIEW

The Board determined that a warrant article will be placed on the ballot to request that the surplus from the Avitar contract go into the General Fund and then fund the Capital Reserve Fund for Assessing for 2006.

The Board discussed that Legal Fees have been decreased due to the more frequent use of Local Government Center.

Selectman Cook requested that all Department Heads be notified of any changes the Board has made to the budgets.

Selectman Kurk and Chairman Petrain requested that Mr. Christensen look into the phone bills and whether we are bound to a contract.

Selectman Cook would like to look further into the restoration of documents and would like to evaluate how much it would cost to do all the town documents. He would like to place the appropriate amount in the Capital Reserve Fund each year to get this objective meet.

Both the Land Use and the Building Department's requested a fax machine. The Board determined that a fax machine could be shared by both departments.

The Board requested a breakdown on the Police Department budget. Selectman Cook stated that the Police Department was not provided with the appropriate structure for the budget. The Police Department Heads need to provide back up materials.

Co-Chairman Methot reminded the Board that all Department Heads need to be present for the 2 Public Hearings. Mr. Christensen will send notices to all Department Heads stating that they are required to attend both Hearings.

Chairman Petrain stated that the Homeland Security Grant of \$37,000 has not yet been spent. Mr. Christensen will be looking into this matter.

Selectman Cook stated there is \$2,500 budgeted for tax map maintenance. The data is in an unusable format at this time and we need to determine if a new format should be used. Co-Chairman Methot stated he will make some phone calls to find out the cost to convert all future documents into a readable format.

8. MEETING MINUTES

FINAL

Chairman Petrain moved, Co-Chairman Methot seconded, to approve amended Minutes of November 1, 2004. Passed 4-0-1. Selectman Reynolds abstained.

Chairman Petrain moved, Co-Chairman Methot seconded, to approve amended Minutes of November 29, 2004. Passed 4-0-1. Selectman Reynolds abstained.

Chairman Petrain moved, Selectman Kurk seconded, to approve the Minutes of December 6, 2004 as written. Passed 5-0-0.

Chairman Petrain stated that prior to the meeting a non public was held to meet a candidate for the Building Department Secretary.

Chairman Petrain moved, Selectman Reynolds seconded, to hire Tina Laramée as the part-time Building Department Secretary at the rate of \$11.25 an hour for the first 3 months then \$11.50 from April on. Passed 3-0-2. Selectman Kurk and Selectman Cook abstained.

Chairman Petrain moved, Selectman Reynolds seconded, to enter into nonpublic session @ 10:52 p.m. pursuant to the authority granted in RSA 91-A:3II(c). A roll call vote was taken. Co-Chairman Methot - yes; Selectman Reynolds - yes; Selectman Kurk - yes; Selectman Cook - yes; Chairman Petrain - yes. Passed 5-0-0.

9. ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary